

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3269

TITLE: COMMUNITY DEVELOPMENT LIAISON

GRADE: S-27

DEFINITION:

Under general supervision, supports the development of engaged communities and neighborhoods and a system of integrated human service delivery. Develops on-going collaborative relationships with residents, neighborhood groups, community and faith based organizations and a variety of public agencies to identify and address community needs and facilitate neighborhood and community building. Convenes, facilitates and participates in workgroups, committees and community coalitions to address issues within one of the County's human services regions. Develops a regional communications network to share and exchange information between human services providers and citizens on human services issues and trends; develops community resources and cultivates partnerships with nonprofit, business and community organizations; leverages County resources and maximizes participation of local businesses and community members in meeting community needs using strength based principles and best practices. Serves as a project manager for high level, key initiatives of interest to senior County management, community leaders, and the County's Human Services agency leadership which have a high impact upon agencies, communities and the health and welfare of County residents. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Serves as project manager for high level, key initiatives managed at the Director/Deputy Director level which have high impact upon agencies, communities and the health and welfare of County residents;

Executes a broad range of complex asset building and community development assignments involving regional and County-wide projects, programs, or policies to help residents improve their quality of life;

Conducts a broad range of complex, analytical assignments involving multiple organizations, program policies and managers;

Employs a wide range of civic education tools and techniques to build assets that increase the capacity of residents to measurably engage in developmental processes;

Provides vital information and data for initiatives such as community building, basic needs and prevention programming;

Links community based organizations and provides technical assistance to meet the needs of the organization and ultimately the community;

Contributes to, monitors and provides input into contracts that impact community change efforts;

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Provides recommendations on strategic priorities for agencies and communities that support better agency coordination, improves access activities and promotes service integration;
Engages individuals, groups, community based organizations and county agencies in activities that identify and raise awareness of community concerns;
Uses diverse community engagement tools and techniques to achieve high degree of civic engagement and promote community self sufficiency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Considerable knowledge of the functions and operations of public and private human services organizations;

Knowledge of the relationships and opportunities for collaboration between non-human service organizations (such as public safety and the school system) with human services agencies and community/neighborhood organizations;

Considerable knowledge of community-based organizations;

Knowledge of and the ability to practically apply asset/strengths based approaches to neighborhood and community development efforts;

Ability to formulate goals, objectives, schedules, and priorities for activities that support the accomplishment of projects and programs;

Ability to identify, broker, facilitate and support the implementation of community based responses to identified needs and goals;

Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public- and private-sector organizations, community groups, and the public;

Ability to make oral presentations;

Ability to facilitate meetings;

Ability to communicate in writing;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four year college or university with a bachelor's degree in public policy, public administration, or a related field; PLUS

Four years of professional work experience in human services or a related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: October 27, 2009
ESTABLISHED: October 9, 2009